

**CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) Zonta Foundation of Key West, Inc.
 Address of Applicant(s) P.O. Box 184, Key West, FL 33041
 Phone Number of Applicant(s) Mindy McKenzie 305-304-5218 Fax: _____ Email Mindymac56@aol.com

Name of Non-Profit (s) Zonta Foundation of Key West, Inc.
 Address of Non-Profit(s) P.O. Box 184, Key West, FL 33041
 Phone Number of Non-Profit(s) 305-304-5218 Mindy McKenzie

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100% of Reverse Chance Drawing, Radio Ad Sales, Silent Auction, Food Sales & Tips
 Date/Dates of Event April 28, 2017

Hours of Operation 3:00 pm to 9:00 pm
 Estimated/anticipated number of persons per day 150

Location of Event Bottle cap Lounge & adjoining portion of Catherine Street
 Street Closed Catherine St. between Simonton St & entrance to Gato Bdlg parking lot

Detailed description of event Annual Event (Zonta Radio Day) featuring live radio broadcast, music, reverse chance drawing, silent auction & food sales

Noise exemption required: Yes No
 Alcoholic beverages sold/served at event: Yes No Applicant is not requesting one day liquor license.

Alcoholic Beverages will be sold & served by Bottle cap Lounge.
 The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the city their agents or employees.

Risa Bufalano 1-25-2017
 Applicants Signature Date

Financial Statement of the event of the previous year must be submitted with application

**CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION**

\$50.00

Date 1/25/2017

Applicant Name Zonta Foundation of Key West, Inc.
Applicant Address P.O. Box 184, Key West, FL 33041
Applicant Phone Number 305-304-5218 Mindy McKenzie
Event Name Zonta Radio Day 2017
Event Address/Location Bottlecap Lounge & adjoining portion of Catherine Street
Date of Event April 28, 2017
Nature of Event Annual fundraising event featuring live radio broadcast, music, reverse chance drawing, silent auction & food sales.
Profit Profit Non Profit
Time(s) Request for Exemption 3:00 pm to 9:00 pm
Number of Exemptions at this location this calendar year Unknown
Date of last exemption Unknown

Date: 2/9/2017 8:50:07 AM
Receipt Number: 24770
Amount: \$50.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Number: 247703-8a507 AM
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: ZONTA FOUNDATION OF K
EY WEST INC CK #943

\$50.00

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:



Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

(a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provision of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is

*(Coding: Added language is underlined; deleted language is ~~struck through~~.)



established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

(e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling

primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private person or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4. That section 6-57 of the Code of Ordinances is hereby amended as follows:



**Sec. 6-57. Donation of percentage of revenue
to nonprofit organization.**

~~A percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~Fancy~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of Key West.

Section 6. That section 6-61 is hereby added to the Code of Ordinances as follows:

Sec. 6-61. Temporary bathroom facilities.

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Section 7. If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable

therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

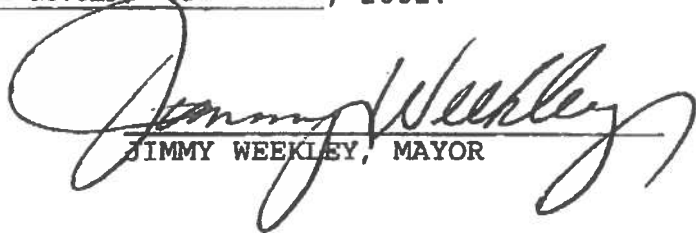
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

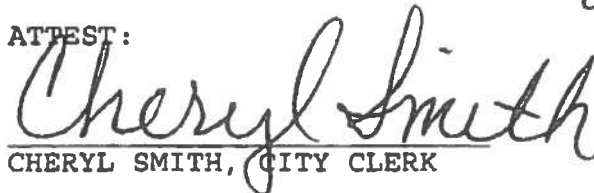
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST
POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

DATE: October 17, 2002






RE: Special Events Ordinance
Second Reading









The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

A handwritten signature in black ink, appearing to be the initials "RT" or similar, located in the bottom right corner of the page.

RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature 

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.
Sponsor's Signature 
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature 
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.
Sponsor's Signature 
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.
Sponsor's Signature 
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.
Sponsor's Signature 
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.
Sponsor's Signature 
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
Sponsor's Signature 
15. Where a person has not applied for a special event permit and an event at its location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature 

16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 



Zonta Foundation of Key West, Inc. RADIO ZONTA DAY 2017
Bottlecap Lounge and adjoining portion of Catherine Street
Friday, April 28, 2017
3:00pm to 9:00pm

Recycle Coordinator: Mindy McKenzie Phone: 305-304-5218

Recycle Coordination will:

- Educate Recycling and clean-up volunteers, vendors and attendees of event policies;
- Provide recycling bins and deliver recyclables to recycling facility;
- Ensure recycle bins are adjacent to trash cans;
- Station volunteers to ensure there is no comingling of recyclables and trash; and
- Locate public recycling areas with trash receptacles near food station and at event entrance/exit.

Minimum City Requirements:

1. Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations. *Drink sales will not take place on City property. The Bottlecap Lounge will be selling drinks inside the establishment. Food sales will occur outside on Catherine Street and a recycling bin will be placed next to the food sales area.*
2. Recycle bins for cans and bottles will be placed behind each drink or sales location. *Please see No. 1 above.*
3. Delivery of recyclables to the recycle center shall be by the event or by Waste Management or other licensed vendor. *Waste Management or the Recycling Coordinator shall deliver the recyclables to the recycle center.*
4. Place recycle bins throughout event area whether or not drinks are sold at the event. *We will place recycle bins adjacent to each trash can. A recycle bin will be placed next to food sales booth and at the entrance/exit to the event.*
5. Cardboard from event vendors/organizers must be recycled. *We will instruct all volunteers that are selling food that all cardboard must be recycled.*
6. Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. *We will station volunteers by the recycling/trash areas to continuously monitor, instruct and assist with proper elimination. We will post proper signage on recycling bins.*

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Mindy McKenzie Phone number: 305-304-5218
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass #1 Plastic #2 Plastic Steel
Corrugated Cardboard Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 2
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: _____
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: _____
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____

Actions taken: _____

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
Comments: _____

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____

Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: _____

*For more information about event recycling and waste reduction, contact Waste Management at
305 296-2825*

v# 0944



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

[Handwritten signature]

FIRST STATE BANK
OF THE FLORIDA KEYS
KEY WEST, FL 33040

0944

63-43/670
4

01/24/2017

ZONTA FOUNDATION OF KEY WEST INC.

PAY TO THE
ORDER OF City Of Key West

\$ **1,000.00

One thousand and 00/100*****

DOLLARS

City Of Key West

MEMO Radio Day-Recycling deposit

Risa Buehler
Richard A. Jones

MP



Date: 2/9/2017 8:41:18 AM
Receipt Number: 24767
Amount: \$1,000.00

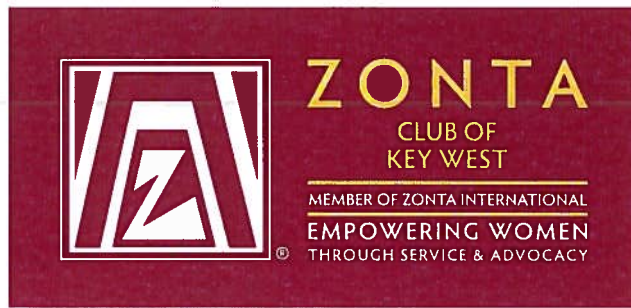
FOR DEPOSIT ONLY
ACCOUNT 0100903096
RECEIVED 2/9/2017 8:41:18 AM
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: RADIO DAY- RECYCLING
DEPOSIT CK#944

Reference ID:
31057
Fee Code Version:
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Originator Receipt Number:
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Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$0.00
Additional Comments:

\$1,000.00



Zonta Foundation of Key West, Inc.
 ZONTA RADIO DAY 2017
 Bottlecap Lounge and adjoining portion of Catherine Street
 Friday, April 28, 2017
 3:00PM to 9:00PM

I/We do not object to the closure of a portion of Catherine Street (from Simonton Street to the entrance/exit of the Gato Building parking lot) on Friday, April 28, 2017 from 3:00pm to 9:00pm.

Name or Name of Business	Address	Signature	Date
BAD BOY BURRITO	1128 Simonton		2/1/17
Camilles Restaurant	1202 Simonton St		2/1/17
Isle style	1204 Simonton st		2/1/17
First State Bank	1201 Simonton		2/1/17
Bottlecap	1128 Simonton St		2/1/17
Gato bldg	1100 Simonton St.	Juliana Waymire	2/1/17



THE CITY OF KEY WEST

P.O. BOX 1409
KEY WEST, FL 33041-1409

**RELEASE AND INDEMNIFICATION
Zonta Foundation of Key West, Inc.
Zonta Radio Day
April 28, 2017**

I **Lisa Benfield** being authorized to act on behalf of and legally bind **Zonta Foundation of Key West, Inc.** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

Mindy McKenzie
Signature of Witness

MINDY MCKENZIE
Print Name

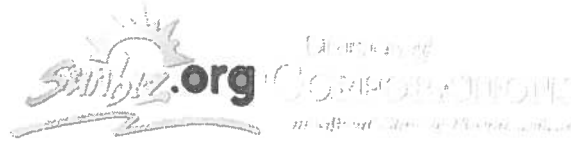
2/2/2017
Date

Lisa Benfield
Signature of Applicant

Lisa Benfield
Print Name

2-2-17
Date

Key to the Caribbean - Average yearly temperature 77° F.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
ZONTA FOUNDATION OF KEY WEST, INC.

Filing Information

Document Number N00000002809
FEI/EIN Number 65-1007404
Date Filed 04/26/2000
State FL
Status ACTIVE

Principal Address

400 Whitehead St #0184
KEY WEST, FL 33040

Changed: 01/21/2016

Mailing Address

PO BOX 0184
KEY WEST, FL 33041

Changed: 04/27/2014

Registered Agent Name & Address

Benfield, Lisa
907 Elizabeth Street
KEY WEST, FL 33040

Name Changed: 01/21/2016

Address Changed: 01/21/2016

Officer/Director Detail

Name & Address

Title P

DePiero, Roberta
2828 Staples Avenue
KEY WEST, FL 33040

Title VP

Benfield, Lisa

907 Elizabeth Street
KEY WEST, FL 33040

Title T

Chatman, Cynthia
800 Georgia Street
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2014	04/27/2014
2015	01/08/2015
2016	01/21/2016

Document Images

01/21/2016 -- ANNUAL REPORT	View image in PDF format
01/08/2015 -- ANNUAL REPORT	View image in PDF format
09/29/2014 -- Reg. Agent Change	View image in PDF format
04/27/2014 -- ANNUAL REPORT	View image in PDF format
04/21/2013 -- ANNUAL REPORT	View image in PDF format
03/29/2012 -- ANNUAL REPORT	View image in PDF format
03/13/2011 -- ANNUAL REPORT	View image in PDF format
04/18/2010 -- ANNUAL REPORT	View image in PDF format
04/12/2009 -- ANNUAL REPORT	View image in PDF format
07/14/2008 -- ANNUAL REPORT	View image in PDF format
06/19/2007 -- ANNUAL REPORT	View image in PDF format
03/14/2007 -- ANNUAL REPORT	View image in PDF format
01/14/2006 -- ANNUAL REPORT	View image in PDF format
02/13/2005 -- ANNUAL REPORT	View image in PDF format
04/23/2004 -- ANNUAL REPORT	View image in PDF format
02/21/2003 -- ANNUAL REPORT	View image in PDF format
08/14/2002 -- ANNUAL REPORT	View image in PDF format
03/07/2001 -- ANNUAL REPORT	View image in PDF format
04/26/2000 -- Domestic Non-Profit	View image in PDF format



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/26/2017

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Zonta Foundation of Key West, Inc. Mindy McKenzie P.O. Box 184 KEY WEST, FL 33041	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Evanston Insurance Company	35378	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
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INSURER A: Evanston Insurance Company	35378												
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INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	Y	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5455 M1640467	04/28/2017	04/29/2017	EACH OCCURRENCE <input type="checkbox"/> PERSONAL & ADV INJURY \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP.OP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000
		<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER EXECUTIVE OFFICER MEMBER EXCLUDED? If yes describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
 Attendance: 125, Event Type: Street Closure.

CERTIFICATE HOLDER City of Key West 1300 White Street KEY WEST, FL 33040	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Will Maddux</i>
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Policy Number: 3DS5455-M1640467

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Key West 1300 White Street KEY WEST, FL 33040

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



Zonta Radio Day 2016 Income and Expense Report

Income:

Radio Ads	\$	4,275.00
Reverse Chance Drawing	\$	12,500.00
Bar Tips	\$	485.00
Silent Auction	\$	4,724.00
Donation	\$	1,000.00
Door Prize Drawing	\$	488.00
Food Sales	\$	<u>324.00</u>
Total Income:	\$	23,796.00

Expenses:

Reverse Chance Drawing prizes	\$	5,100.00
Noise Exemption Fee	\$	50.00
Event Insurance	\$	244.00
KW Citizen Ad for Street Closure	\$	45.00
Credit card Expenses	\$	139.00
Printing	\$	318.00
Music (Band)	\$	300.00
Advertising	\$	415.00
Supplies	\$	<u>219.00</u>
Total Expenses:	\$	6,830.00

Income: \$23,796.00
Expenses: (\$6,830.00)

NET REVENUE: \$16,966.00

Respectfully submitted by: _____


Lisa Benfield
Zonta Club of Key West President



THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

N/A

Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

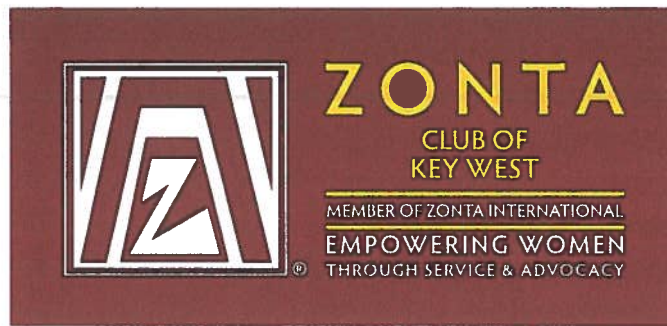
Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

Modification of rates or parking waivers can only be approved by City Commission.

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com



January 22, 2017

Ms. Maria Ratcliff
City of Key West
1300 White Street
Key West, FL 33040

Dear Maria:

Please be advised that the Zonta Foundation of Key West, Inc. is a 501 (c) (3) organization and will receive 100% of the profits from food sales, reverse chance drawing ticket sales, radio advertising sales, silent auction and tips at the 2017 Zonta Radio Day fundraiser to be held on April 28, 2017 at the Bottlecap Lounge and on the adjoining portion of Catherine Street.

Sincerely,

A handwritten signature in blue ink that reads 'Lisa Benfield'.

Lisa Benfield
President
Zonta Foundation of Key West, Inc.



**KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

No vendor booths; barricades can be moved for fire lane if necessary

Tents (More Than 200 SqFt.)

- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths - Total # 1 only - Gas or Charcoal Grill
- Vendor Booths - Total # _____
- Total Number of Booths - _____

Parade

- Floats - Total # N/A



1128 Simonton St, Key West, FL 33040, U

feet
meters

200

70



→ Street Closure
Barricades

Event Name: Zonta Radio Day 2017

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	
X	Noise Exemption (If applicable)	
X	\$50.00 for Noise	
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	
X	Insurance naming	
X	Financial (If applicable)	
X	Release & Indemnification	
X	Site Map (where bus to go)	
X	Letter from non profit to be received	

c/m
 March 7th
 Mindy Mack 56



**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS**

EVENT: Zonta Radio Day
DATES: 4-28-2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratauff 1/31/17
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Reggie Kennedy JR 1-31-17
 SIGNATURE DATE

No Impact

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Doug Bradshaw
Sent: Tuesday, January 31, 2017 1:38 PM
To: Maria Ratcliff
Subject: RE: Zonta Radio Day 2017

No issues from port

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Tuesday, January 31, 2017 12:05 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Norman Whitaker <nwhitaker@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>
Subject: Zonta Radio Day 2017

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886



**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS**

EVENT: Zonta Radio Day
DATES: 4-28-2017

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <u>Marie Ratchoff</u> <u>1/31/17</u> SIGNATURE DATE	
COMMUNITY SERVICES _____ SIGNATURE DATE	
POLICE DEPARTMENT _____ SIGNATURE DATE	
FIRE DEPARTMENT _____ SIGNATURE DATE	
KWDOT _____ SIGNATURE DATE	
PORT AND MARINE SERVICES _____ SIGNATURE DATE	
CODE COMPLIANCE <u>Jan Long</u> <u>31 Jan 17</u> SIGNATURE DATE	
ENGINEERING _____ SIGNATURE DATE	
UTILITIES _____ SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Zonta Radio Day
 DATES: 4-28-2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maia Ratchoff *1/31/17*
 SIGNATURE DATE

COMMUNITY SERVICES



SIGNATURE DATE

*Will prepare for event
Barricades*

POLICE DEPARTMENT



SIGNATURE DATE

No Issues

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT



SIGNATURE DATE

PORT AND MARINE SERVICES



SIGNATURE DATE

CODE COMPLIANCE



SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED